

AGENDA
Public Works Committee Meeting
February 27, 2018 – 11:15am

Committee Members: *SIMPSON, Merlino, Frasier, Dickinson, Diamond, Loeb, Hyde, Magowan, Wild*

I. Committee Meeting Call to Order Chairman Simpson

II. Motion to Approve Minutes of Prior Committee Meeting Chairman Simpson

III. Action Agenda/New Business

Page

2 New Contract – WC 5-18 Highway Reclamation & Restoration Projects Kevin Hajos
Rationale: Award road projects to lowest responsive bidder

4 Close Capital Projects Kevin Hajos
Rationale: Projects are complete

5 Authorize Easement for Utility Companies Kevin Hajos
Rationale: Approve requested easement for maintenance of existing utility lines

11 Amend Grant – H322 Palisades Road (CR 26) over Brant Lake Inlet Kevin Hajos
Rationale: Approve Supplemental No. 2 to State-Local Agreement

18 Increase Capital Project Kevin Hajos
H322 Palisades Road (CR 26) over Brant Lake Inlet
Rationale: Increase federal and state shares for additional PE and ROW work

19 Amend Contract – Foit-Albert Associates (Palisades Road) Kevin Hajos
Rationale: Add PE and ROW work to existing contract

26 Amend Budget Kevin Hajos
Rationale: Reflect insurance recovery payment for repair of sign

30 Transfer Funds Kevin Hajos
Rationale: Reconcile project budgets for journal entries

31 Request for Intent to Backfill Vacant Position Kevin Hajos
Rationale: Current Individual in the position transferring to another Department
within the County

IV. Referral/Pending Items – None

V. Information for Discussion/Review

BridgeNY Funding Applications

Culverts (100% funding) & Bridges (95% funding)

Multidiscipline Engineering RFP – Proposals due March 14, 2018

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Overtime Report

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 2/27/18

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 5-18

- (b) Purpose of Contract: Warren County Highway Reclamation and Restoration Projects, Various Towns

- (c) Name of Contractor: To be determined

- (d) Address of Contractor: To be determined

- (e) Contractor's Contact Person and Telephone Number: To be determined

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: Upon execution

- (h) Termination Date of Contract: Upon Completion

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Unit Price Construction Contracts

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Various Road Projects

2018 Warren County Highway Reconstruction & Restoration Projects

Contractor Award Recommendations

Updated: 2/16/2018

Projects Recommended for Award to Contractor

WC Project No	CR No	Road Name	Town	Length (Miles)	Project Type	Current Project Budget	Total Estimated Project Cost	Total Contractor Low Bid	Comments
8271	15	East Shore Drive	Horicon	2.00	overlay	\$ 197,000.00	\$ 267,830.00	\$ 268,912.00	Proximity to CR 64 project affords efficiencies as contract work
8274	10	Schroon River Road	Warrensburg	0.80	reclaim	\$ 215,000.00	\$ 279,750.00	\$ 264,093.50	High speed/high volume road that would benefit from expedited sequencing of operations by Contractor to limit roadway disturbance time
8283	3	Warrensburg Road	Stony Creek	1.50	mill & fill	\$ 220,000.00	\$ 291,000.00	\$ 282,014.00	High speed/high volume road that would benefit from expedited sequencing of operations by Contractor to limit roadway disturbance time
8281	57	South Johnsburg Road	Johnsburg	0.80	reclaim	\$ 215,000.00	\$ 279,750.00	\$ 268,553.50	High speed/high volume road that would benefit from expedited sequencing of operations by Contractor to limit roadway disturbance time
8279	64	East Schroon River Road	Horicon	1.00	overlay	\$ 110,000.00	\$ 150,500.00	\$ 144,415.40	Proximity to CR 15 project affords efficiencies as contract work

Additional funds needed to award all 5 projects: \$ 270,988.40 8271, 8274, 8283, 8281 & 8279

Additional funds needed to award 4 projects: \$ 236,573.00 8271, 8274, 8283 & 8281

Additional funds needed to award 3 projects: \$ 183,019.50 8271, 8274 & 8283

Additional funds needed to award 2 projects: \$ 121,005.50 8271 & 8274

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: DPW

DATE: 2/27/18

- (a) Purpose of Request: To authorize closure of the following capital projects and return remaining funds to the funding source:

Project	Estimated Funds	Funding Source
H260 – Alder Brook Road over Trout Brook	\$68,597.38	Debt Service
H272 – Harrington Road over Mill Creek	\$22.45	Debt Service
H277 – Beach Road (CR 51/6) Reconstruction	\$47,509.76	Debt Service
H320 – Crane Mountain Road over Mill Creek	\$664.27	D.9950 910
H321 – Lanfear Road (CR 76) over Stony Creek	\$160.87	D.9950 910
H324 – 2011 Storm Damage	\$0.00	
H332 – West Brook Parking Lot	\$77.67	Debt Services
H333 – Valley Road / Combs Road over Patterson Creek	\$149.30	General Fund
H342 – Blair Road over Mill Brook	\$75.30	D.9950 910
H354 – County Road (CR 17, 52 & 79) Preservation	\$0.81	D.9950 910

- (b) Details: The projects listed are complete.

- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: DPW

DATE: 2/27/18

- (a) Purpose of Request: To authorize the Chairman of the Board to execute an easement with utility companies in connection with aerial utility lines spanning, running parallel to, or crossing County right-of-way and/or property.

- (b) Details: Niagara Mohawk Power Corp. and Citizen's Telecommunications of New York, Inc. d/b/a Frontier Communications or New York are requesting a 20 foot wide easement through County-owned parcel 66.6-2-6 in the Town of Johnsburg for the relocation of aerial utility lines. DPW has reviewed the easement request and recommends the Chairman be granted authority to execute the easement in a form approved by the County Attorney.

- (c) Previous Resolution Number: NA

nationalgrid

HERE WITH YOU. HERE FOR YOU.

Sharon M. Cuomo Right-of-Way Agent

Real Estate Asset Management
1125 Broadway, Albany, NY 12204
Office Phone: (518) 433-3071
Sharon.Cuomo@nationalgrid.com
Web: **www.nationalgrid.com**

October 30, 2017

County of Warren
Town of Johnsburg
c/o Town of Johnsburg
219 Main Street
North Creek, NY 12853

Re : Joint Easement – Main St., Johnsburg
National Grid Work Request # 20078929

To Whom It May Concern;

Enclosed please find an easement regarding your jointly owned property on Main Street in Johnsburg, Tax Parcel # 66.6-2-6. The existing pole on the property along the sidewalk area is leaning. In order to correct this, without having to add an anchor which cannot be done because of the sidewalk, a new pole is proposed to be installed on the neighboring parcel owned by North Creek Railway Depot Preservation Association. This new pole will be more in-line and will off-set the angle and reduce the strain on the existing pole that is leaning. The new course of overhead line will then be transferred. An easement is also required from North Creek Railway which is being mailed to them separately.

Please review and have signed with notarized signatures. Two separate signature pages for each Grantor (County of Warren & Town of Johnsburg) have been included. Once executed, please return the easement in the enclosed self-addressed, postage-paid envelope. Thank you, and if you have any questions, please feel free to contact me.

Sincerely,



Sharon M. Cuomo
Right-of-Way Agent

Enc.

GRANT OF EASEMENT

COUNTY OF WARREN of 1340 State Route 9, Lake George, NY 12845-9803 and TOWN OF JOHNSBURG of 219 Main St., North Creek, NY12853 (hereinafter referred to as "Grantor"), for consideration of One Dollar (\$1.00), and other valuable considerations paid, the receipt and sufficiency of which are hereby acknowledged under seal, hereby grants to NIAGARA MOHAWK POWER CORPORATION, a New York corporation, having an address at 300 Erie Boulevard West, Syracuse, New York 13202 and CITIZEN'S TELECOMMUNICATIONS OF NEW YORK, INC. d/b/a FRONTIER COMMUNICATIONS OF NEW YORK, having an address of 137 Harrison Street, Gloversville, NY 12078, (hereinafter collectively referred to as "Grantees"), for Grantees and their lessees, licensees, successors, and assigns, the perpetual right and easement as described in Section 1 below (the "Easement") in, under, through, over, across, and upon the Grantor's land, as described in Section 2 below (the "Grantor's Land").

Section 1 – Description of the Easement: The "Easement" granted by the Grantor to the Grantees consists of a perpetual easement and right-of-way, with the right, privilege, and authority to:

- a. Construct, reconstruct, relocate, extend, repair, maintain, operate, inspect, patrol, and, at their pleasure, remove any poles or lines of poles, supporting structures, cables, crossarms, overhead and underground wires, guys, guy stubs, insulators, transformers, braces, fittings, foundations, anchors, lateral service lines, communications facilities, and other fixtures and appurtenances (collectively, the "Facilities"), which the Grantees shall require now and from time to time, for the transmission and distribution of high and low voltage electric current and for the transmission of intelligence and communication purposes, by any means, whether now existing or hereafter devised, for public or private use, in, upon, over, under, and across that portion of the Grantor's Land described in Section 3 below (the "Easement Area"), and the highways abutting or running through the Grantor's Land, and to renew, replace, add to, and otherwise change the Facilities and each and every part thereof and the location thereof within the Easement Area, and utilize the Facilities within the Easement Area for the purpose of providing service to the Grantor and others;
- b. From time to time, without further payment therefore, clear and keep cleared, by physical, chemical, or other means, the Easement Area of any and all trees, vegetation, aboveground or belowground structures, improvements, or other obstructions and trim and/or remove other trees and vegetation adjacent to the Easement Area that, in the opinion of one or both of the Grantees, may interfere with the construction, operation, and maintenance of the Facilities. The first clearing may be for less than the full width and may be widened from time to time to the full width;
- c. Excavate or change the grade of the Grantor's Land as is reasonable, necessary, and proper for any and all purposes described in this Section 1; provided, however, that the Grantees will, upon completion of their work, backfill and restore any excavated areas to reasonably the same condition as existed prior to such excavation; and
- d. Pass and repass along the Easement Area to and from the adjoining lands and pass and repass over, across, and upon the Grantor's Land to and from the Easement Area, and construct, reconstruct, relocate, use, and maintain such footbridges, causeways, and ways of access, if any, thereon, as is reasonable and necessary in order to exercise to the fullest extent the Easement.

Section 2 – Description of Grantor's Land. The "Grantor's Land" is described in a certain Deed recorded in the Warren County Clerk's Office in Liber 1196 of Deeds at Page 261 and consists of land described as being part of Tax Parcel No. 66.6-2-6 of the Town of Johnsburg, County of Warren, New York, commonly known as Main Street.

Section 3 – Location of the Easement Area. The "Easement Area" shall consist of a portion of the Grantor's Land 20 feet in width throughout its extent, the centerline of the Easement Area being the centerline of the Facilities. The general location of the Easement Area is shown on the sketch entitled, "Electric Work Request # 20078929", which sketch is attached hereto as Exhibit A and recorded herewith, copies of which are in the possession of the Grantor and the Grantees. The final and definitive location(s) of the Easement Area shall become established by and upon the final installation and erection of the Facilities by the Grantees in substantial compliance with Exhibit A hereto.

Section 4 – Facilities Ownership. It is agreed that the Facilities shall remain the property of the Grantees, their successors and assigns.

Section 5 – General Provisions. The Grantor, for itself, its heirs, legal representatives, successors, and assigns, hereby covenants and agrees with the Grantees that no act will be permitted within the Easement Area which is inconsistent with the Easement hereby granted; no buildings or structures, or replacements thereof or additions thereto, swimming pools, or obstructions will be erected or constructed above or below grade within the Easement Area; no trees shall be grown, cultivated, or harvested, and no excavating, mining, or blasting shall be undertaken within the Easement Area without the prior written consent of the Grantees; the Easement shall not be modified nor the Easement Area relocated by the Grantor without the Grantees' prior written

consent; the present grade or ground level of the Easement Area will not be changed by excavation or filling; the Grantees shall quietly enjoy the Grantor's Land; and the Grantor will forever warrant title to the Grantor's Land.

The Grantees, their successors and assigns, are hereby expressly given and granted the right to assign this Easement, or any part thereof, or interest therein, and the same shall be divisible between or among two or more owners, as to any right or rights created hereunder, so that each assignee or owner shall have the full right, privilege, and authority herein granted, to be owned and enjoyed either in common or severally. This Grant of Easement shall at all times be deemed to be and shall be a continuing covenant running with the Grantor's Land and shall inure to and be binding upon the successors, heirs, legal representatives, and assigns of the parties named in this Grant of Easement.

IN WITNESS WHEREOF, the Grantor has duly executed this Grant of Easement under seal this _____ day of _____, 20__.

COUNTY OF WARREN

Signature of Grantor (L.S.)

Title

State of _____

County of _____

On the _____ day of _____ in the year 20__, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Complete for ALL Grantors:

Please print name and address of Grantor(s) (If Grantor is other than an individual(s), print name and address of Company and include name and title of signer):

Name(s): _____
Company: County of Warren
Title: _____

Address: 1340 State Route 9
City/Village/Town: Lake George
State: NY Zip Code: 12845-9803

For County Clerk Only:
PLEASE RECORD & RETURN TO:
National Grid
Attention: Jane Catalano, Manager
Real Estate Energy Delivery Support
1125 Broadway
Albany, NY 12204
Work Request # 40-15-20078929(8131)



consent; the present grade or ground level of the Easement Area will not be changed by excavation or filling; the Grantees shall quietly enjoy the Grantor's Land; and the Grantor will forever warrant title to the Grantor's Land.

The Grantees, their successors and assigns, are hereby expressly given and granted the right to assign this Easement, or any part thereof, or interest therein, and the same shall be divisible between or among two or more owners, as to any right or rights created hereunder, so that each assignee or owner shall have the full right, privilege, and authority herein granted, to be owned and enjoyed either in common or severally. This Grant of Easement shall at all times be deemed to be and shall be a continuing covenant running with the Grantor's Land and shall inure to and be binding upon the successors, heirs, legal representatives, and assigns of the parties named in this Grant of Easement.

IN WITNESS WHEREOF, the Grantor has duly executed this Grant of Easement under seal this 3rd day of NOVEMBER, 2017

Eugene M. Arsenault
TOWN OF JOHNSBURG
Signature of Grantor (L.S.)
Deputy Supervisor
Title

State of New York
County of Warren

On the 3rd day of November in the year 2017, before me, the undersigned, personally appeared Eugene M. Arsenault, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

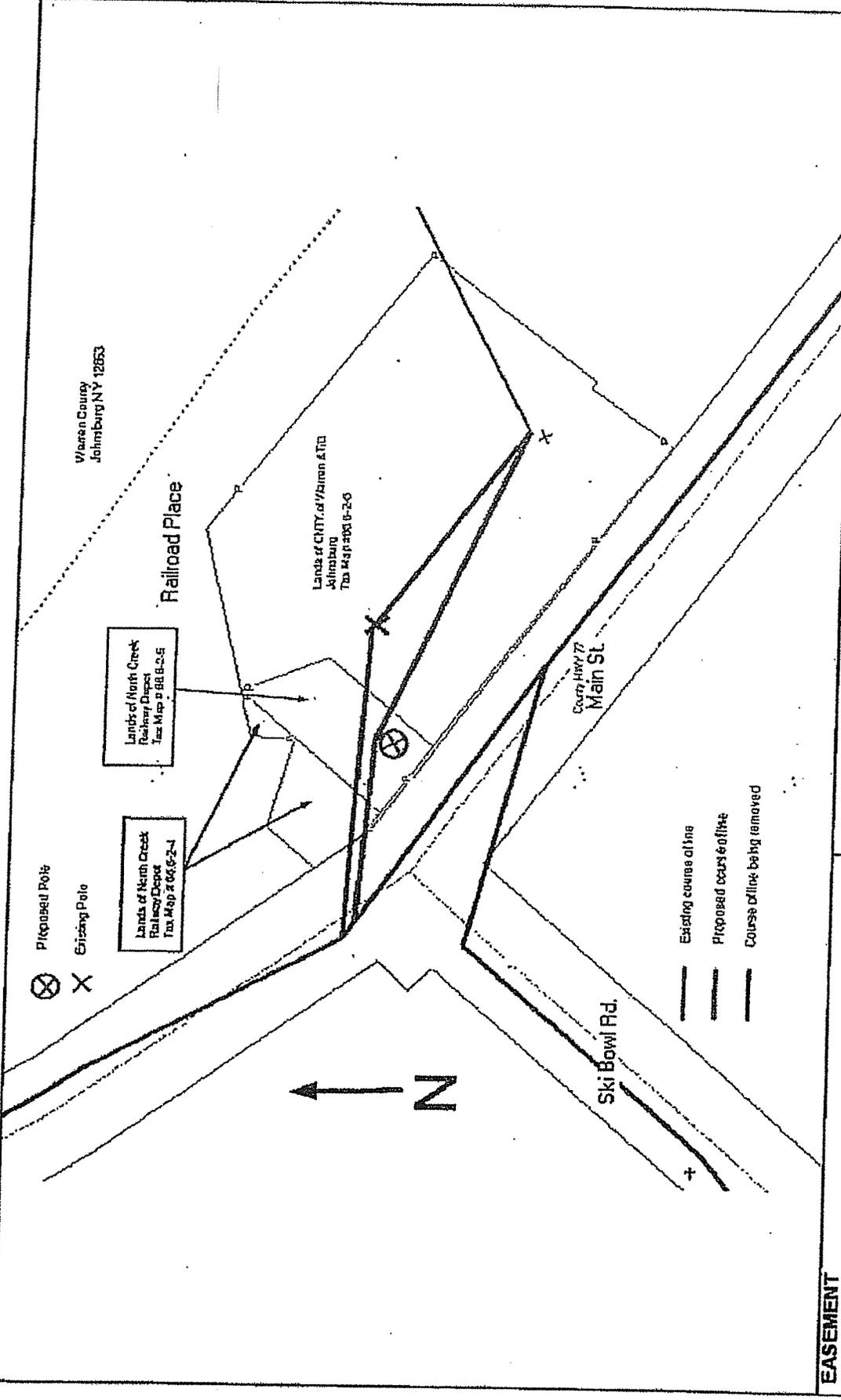
Cindy K. Morse
Notary Public
CINDY K. MORSE
Notary Public in the State of New York
Qualified in Warren County
Reg. No. 01MO6122941
My Commission Expires Feb. 28, 2021

Complete for ALL Grantors:
Please print name and address of Grantor(s) (If Grantor is other than an individual(s), print name and address of Company and include name and title of signer):

Name(s): _____
Company: Town of Johnsburg
Title: _____

Address: 219 Main St.
City/Village/Town: North Creek
State: NY Zip Code: 15853

For County Clerk Only:
PLEASE RECORD & RETURN TO:
National Grid
Attention: Jane Catalano, Manager
Real Estate Energy Delivery Support
1125 Broadway
Albany, NY 12204
Work Request # 40-15-20078929(8131)



<p>EASEMENT ELECTRIC WIR # 20078929</p>	<p>EASEMENT SKETCH - EXHIBIT A</p>	<p>NOT TO SCALE</p>
<p>EL Planner Bruce Peek ROW Agent Sharon Quomo</p>	<p>Sketch for the Proposed Installation On Lands of: CNTY. of Warren T/O Johnsbury Main St Johnsbury N.Y 12853 Tax Map ID # 66.6-2-6</p>	<p>nationalgrid Albany Right of Way and Real Estate Department <i>Drawing by Bruce Peek</i></p>

RESOLUTION REQUEST FORM NO. 6

Request to Amend or Extend Existing Grant

DEPARTMENT NAME: DPW

DATE: 2/27/18

- (a) Purpose of Grant Amendment: Supplemental Agreement No. 2 for Palisades Road (CR 26) over Brant Lake Inlet Repair Project, Town of Horicon
- (b) Resolution No. which Authorized Original Application and Grant: 242 of 2011
- (c) Name of Grantor: NYSDOT
- (d) Address of Grantor: 50 Wolf Road, Albany, NY 12205
- (e) Grantor's Contact Person and Telephone Number: Lorenzo Distefano, 485-1715
- (f) Has or Will the Grant Amendment or Grant Extension be provided, if so, Please Attach? Yes
- (g) Effective Date of Amendment or Extension: Upon Execution
- (h) Termination Date of Amendment or Extension: 2/13/2028
- (i) Total Dollar Amount Involved (not to exceed): \$72,700.00
- (j) Is a Budget amendment required? No If yes, please complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount: H322.9550 280 Palisades Road over Brant Lake Inlet

Sponsor: County of Warren
PIN: 1759.28 BIN: 3305270
Comptroller's Contract No. D033375
Supplemental Agreement No. 2
Date Prepared: 2/14/2018 By: ddl
Initials

Press F1 for instructions in the blank fields:

SUPPLEMENTAL AGREEMENT No. 2 to D033375 (Comptroller's Contract No.)

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State");

and

County of Warren (the Sponsor)
Acting by and through the County Superintendent of Highways
with its office at County Superintendent of Highways, Warrensburg, NY 12885.

This amends the existing Agreement between the parties in the following respects only (check applicable categories):

Amends a previously adopted Schedule A by (check as applicable):

- amending a project description
- amending the contract end date
- amending the scheduled funding by:
 - adding additional funding (check and enter the # phase(s) as applicable):
 - adding phase ROW ACQ which covers eligible costs incurred on/after / /
 - adding phase which covers eligible costs incurred on/after / /
 - increasing funding for a project phase(s)
 - adding a pin extension
 - change from Non-Marchiselli to Marchiselli
 - deleting/reducing funding for a project phase(s)
 - other ()

Amends a previously adopted Schedule "B" (Phases, Sub-phase/Tasks, and Allocation of Responsibility)

Amends a previously adopted Agreement by adding Appendix 2-S – Iran Divestment Act:

Amends the text of the Agreement as follows (insert text below):

Sponsor: County of Warren
PIN: 1759.28 BIN: 3305270
Comptroller's Contract No. D033375
Supplemental Agreement No. 2
Date Prepared: 2/14/2018 By: ddl
Initials

Press F1 for instructions in the blank fields:

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

SPONSOR:

SPONSOR ATTORNEY:

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF WARREN

On this _____ day of _____, 20__ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipal/Sponsor Corporation described in and which executed the above instrument; (except New York City) that it was executed by order of the _____ of said Municipal/Sponsor Corporation pursuant to a resolution which was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

Notary Public

APPROVED FOR NYSDOT:

APPROVED AS TO FORM:
STATE OF NEW YORK ATTORNEY GENERAL

BY: _____
For Commissioner of Transportation

Agency Certification: In addition to the acceptance of this contract I also certify that original copies of this signature page will be attached to all other exact copies of this contract.

By: _____
Assistant Attorney General

Date: _____

COMPTROLLER'S APPROVAL:

By: _____
For the New York State Comptroller
Pursuant to State Finance Law '112

**SCHEDULE A – Description of Project Phase, Funding and Deposit Requirements
 NYSDOT/ State-Local Agreement - Schedule A for PIN 1759.28**

OSC Municipal Contract #: D033375 Contract Start Date: 5/20/2011_(mm/dd/yyyy) Contract End Date: 2/13/2028_(mm/dd/yyyy)
 Check, if date changed from the last Schedule A

Purpose: Original Standard Agreement Supplemental Schedule A No. 2

Agreement Type: Locally Administered Municipality/Sponsor (Contract Payee): Warren County
 Other Municipality/Sponsor (if applicable):

State Administered List participating Municipality(ies) and the % of cost share for each and indicate by checkbox which Municipality this Schedule A applies.
 Municipality: % of Cost share
 Municipality: % of Cost share
 Municipality: % of Cost share

Authorized Project Phase(s) to which this Schedule applies: PE/Design ROW Incidentals
 ROW Acquisition Construction/CI/CS

Work Type: BR REPAIR County (If different from Municipality):

Marchiselli Eligible Yes No (Check, if Project Description has changed from last Schedule A):
 Project Description: Palisades Road (CR26) over Brant Lake Inlet, BIN 3305270

Marchiselli Allocations Approved FOR ALL PHASES All totals will calculate automatically.

Check box to indicate change from last Schedule A	State Fiscal Year(s)	Project Phase			TOTAL
		PE/Design	ROW (RI & RA)	Construction/CI/CS	
<input checked="" type="checkbox"/>	Cumulative total for all prior SFYs	\$47,049.00	\$9,936.00	\$0.00	\$56,985.00
<input type="checkbox"/>	Current SFY	\$0.00	\$0.00	\$0.00	\$ 0.00
Authorized Allocations to Date		\$47,049.00	\$9,936.00	\$ 0.00	\$56,985.00

A. Summary of allocated MARCHISELLI Program Costs FOR ALL PHASES For each PIN Fiscal Share below, show current costs on the rows indicated as "Current.". Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

PIN Fiscal Share	"Current" or "Old" entry indicator	Federal Funding	Total Costs	FEDERAL Participating Share	STATE MARCHISELLI Match	LOCAL Matching Share	LOCAL DEPOSIT AMOUNT (Required only if State Administered)
1759.28.121	Current	HBRRP	\$276,913.00	\$221,530.00	\$41,537.00	\$13,846.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
1759.28.221	Current	STP - OFF	\$41,900.00	\$33,520.00	\$6,285.00	\$2,095.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
1759.28.222	Current	STP - OFF	\$57,172.00	\$45,738.00	\$3,651.00	\$7,783.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CURRENT COSTS:			\$375,985.00	\$300,788.00	\$51,473.00	\$23,724.00	\$ 0.00

B. Summary of Other (including Non-allocated MARCHISELLI) Participating Costs FOR ALL PHASES For each PIN Fiscal Share, show current costs on the rows indicated as "Current." Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

Other PIN Fiscal Shares	'Current' or 'Old' entry indicator	Funding Source	TOTAL	Other FEDERAL	Other STATE	Other LOCAL
1759.28.121	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old	HSEF	\$261,685.00	\$209,108.00	\$0.00	\$52,277.00
1759.28.221	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old	STP - OFF	\$41,900.00	\$36,520.00	\$0.00	\$8,380.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
TOTAL CURRENT COSTS:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

C. Local Deposit(s) from Section A:	\$ 0.00
Additional Local Deposit(s)	\$
Total Local Deposit(s)	\$ 0.00

D. Total Project Costs All totals will calculate automatically.

Total FEDERAL Cost	Total STATE MARCHISELLI Cost	Total OTHER STATE Cost	Total LOCAL Cost	Total ALL SOURCES Cost
\$300,788.00	\$51,473.00	\$ 0.00	\$23,724.00	\$375,985.00

Point of Contact for Questions Regarding this Schedule A (Must be completed)	Name: <u>Deborah Lolik</u> Phone No: <u>518-485-9410</u>
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Agreement (or Supplemental Agreement Cover) for required contract signatures.

15

Footnotes: (See LPB's website for link to sample footnotes)

Supplemental Agreement #1 added additional funding to the Design Phase of project.

Supplemental Agreement #1 added the ROW Incidentals Phase to project. ROW Incidentals= \$41,900.00.

This Supplemental Agreement #2 adds additional Preliminary Engineering funds, \$15,528.00

This Supplemental Agreement #2 adds ROW Acquisitions, \$57,172.00

Marchiselli funds for 1759.28.222 S/B \$8,576.00, currently only \$3,651.00 is available. Marchiselli funding hereunder is limited by the amount authorized on the Comprehensive List. Additional Marchiselli funding is contingent on appropriate increase(s) to the Comprehensive List and the execution of a Supplemental Schedule A providing such additional funds.

SAMPLE RESOLUTION BY MUNICIPALITY
(Locally Administered Project)
RESOLUTION NUMBER:

A Resolution authorizing the implementation, and funding in the first instance 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore

WHEREAS, a Project BIN 3305270 Palisades Road (CR26) over Brandt Lake Inlet, P.I.N. 1759.28 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the County of Warren desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Design and ROW Acquisition & Incidentals

NOW, THEREFORE, the County of Warren duly convened does hereby

RESOLVE, that the Warren County Board of Supervisors hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County of Warren to pay in the first instance 100% of the federal and non-federal share of the cost of Design and ROW Acquisition & Incidentals work for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$303,285.00 (Three Hundred Three Thousand Two Hundred Eighty Five Dollars and no cents) as been appropriated from the _____ and made available to cover the cost of participation in the above phase(s) of the Project; and it is further

RESOLVED, that the additional sum of \$72,700.00 (Seventy Two Thousand Seven Hundred Dollars and no cents) is hereby appropriated from the _____ and made available to cover the cost of participation in the above phase of the project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Warren County Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

RESOLVED, that the Chairman of the Board of Supervisors of Warren County be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Warren with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of a local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so possible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project and it is further

RESOLVED, this Resolution shall take effect immediately

STATE OF NEW YORK }
 } ss.:
COUNTY OF WARREN }

The undersigned,

I HEREBY CERTIFY that I have compared the above copy of a resolution adopted _____, 20__ with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of said _____

this _____ day of _____, 20__.

RESOLUTION REQUEST FORM NO. 9

*Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project**

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 2/27/18

- (a) Exact Title and Number of Project*: PIN 1759.28 Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement (H322.9550 280), Town of Horicon
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$69,065.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$58,160.00 Federal Share

\$10,905.00 State Marchiselli Share

\$ 0.00 Local Match Share (no additional local match needed at this time)

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase federal and state funds for additional preliminary engineering and right of way acquisition phases.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: DPW

DATE: 2/27/18

- (a) Purpose of Contract Change: Consultant Supplemental Agreement No. 2 for Palisades Road over Brant Lake Inlet Project for additional preliminary engineering and right of way acquisition services
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 234 of 2011
- (c) Name of Contractor: Foit Albert Associates
- (d) Address of Contractor: 435 New Karner Road, Albany, NY 12205
- (e) Contractor's Contact Person and Telephone Number: Jack Robson (518) 452-1037
- (f) Commencement Date of Extension: Upon Execution
- (g) Termination Date of Extension: Until Complete
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$26,200.00 (Increase)
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H322.9550 280 Palisades Road over Brant Lake Inlet Project

PIN 1759.28
Palisades Rd (CR 26) over Brant Lake Inlet

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective the day and year first above written.

Reference: Municipality Contract # _____

<u>Municipality</u> Warren County	<u>Consultant</u>
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

ACKNOWLEDGEMENT OF THE WARREN COUNTY

Approved as to Form:

STATE OF NEW YORK

ss:

Warren County Attorney

COUNTY OF WARREN

On this _____ day of _____, 20____ before me, the subscriber, personally came _____ to me known, who, being by me duly sworn, did depose and say; that he/she resides in _____, New York; that he/she is the _____ of the _____, the corporation described in and which executed the foregoing instrument; that he/she is the authorized with the execution of the matter herein provided for, and that he/she signed and acknowledged the said instrument in his/her position as a duly authorized representative of Municipality.

Notary Public, _____ County, N.Y.

ACKNOWLEDGEMENT OF THE CONSULTANT

STATE OF NEW YORK

ss:

COUNTY OF ALBANY

On this _____ day of _____, 20____ before me personally came _____ to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he executed same.

Notary Public, _____ County, N.Y.

EXHIBIT "A"
SALARY SCHEDULE
FOIT-ALBERT ASSOCIATES, P.C.

WARREN COUNTY
PALISADES ROAD BRIDGE REPLACEMENT

JOB TITLE	ASCE (A) /NICET (N) GRADE	AVERAGE HOURLY RATES		
		PRESENT	PROJECTED	OVERTIME CATEGORY
		DATE January 2018	DATE March 2018	
Prncplal	IX (A)	\$83.62	\$83.62	A
Senior Project Manager	VII (A)	67.31	\$67.31	A
Project Manager	VIII (A)	53.06	\$53.06	A
Sr. Engineer	VII (A)	53.06	\$53.06	A
Project Engineer	V (A)	46.82	\$46.82	B
Desgin Engineer	IV (A)	42.45	\$42.45	B
Jr. Engineer	III (A)	24.72	\$24.72	B
				B
Sr. Environmental Scientist	VI (A)	40.81	\$40.81	B
Environmental Scientist	V (A)	40.81	\$40.81	B
Environmental Project Monitor	III (N)	25.42	\$25.42	B
Jr. Environmental Scientist	III (N)	25.42	\$25.42	B
			\$0.00	A
Sr. CADD Designer	III (N)	31.93	\$31.93	C
CADD Designer	I/III (N)	25.75	\$25.75	C
Senior Eng Tech IV	IV (N)	37.00	\$37.00	C
Engineering Tech III	III (N)	29.71	\$29.71	B
Survey Manager	VII (A)	45.16	\$45.16	
Project Surveyor	IV (N)	37.00	\$37.00	
Party Chief **	III (N)	28.84	\$28.84	
Instrumentperson **	II (N)	20.86	\$20.86	
Rodperson **	II (N)	20.86	\$20.86	
Survey Technician	IV (N)	37.00	\$37.00	
Survey Technician	III (N)	32.46	\$32.46	
Survey Technician	II (N)	21.65	\$21.65	
Technical Typist	NA	21.80	\$21.80	

NOTES:

Hourly rates shall not exceed those shown above or the current NYSDOT

** Prevailing Wage Rates Apply

OVERTIME POLICY

 Category A - No overtime compensation.

Category B - overtime compensated at straight time rate.

Category C - overtime compensated at straight time rate x 1.50

Exhibit B, Page 2
 Salary Schedule
 January 11, 2018 (rev2)
 R.K. Hite & Co., Inc.

Palisades Road Bridge
 Project Title: Replacement
 PIN: 1759.28
 Town: Horicon
 County: Warren

Job Title	Hourly Rates			Overtime Category
	Projected (2017)	Projected (2018)	Maximum	
Principal	\$125.00	\$130.00	\$130.00	A
Project Manager	\$97.00	\$99.00	\$99.00	A
Appraisal Reviewer	\$90.00	\$92.00	\$92.00	B
Relocation Specialist	\$90.00	\$92.00	\$92.00	B
Field Coordinator	\$70.00	\$72.00	\$72.00	B
Property Rights Specialist	\$65.00	\$66.00	\$66.00	B
Title Specialist	\$63.00	\$64.00	\$64.00	B
Title Examiner	\$65.00	\$66.00	\$66.00	B
Data Manager	\$75.00	\$77.00	\$77.00	B
Data Technician	\$61.00	\$62.00	\$62.00	B
Secretary	\$40.00	\$40.00	\$40.00	B
Title Attorney	\$100.00	\$100.00	\$100.00	A
Appraiser	\$90.00	\$90.00	\$90.00	A
EDPL Attorney	\$225.00	\$225.00	\$225.00	A

NOTE:
 Hourly rates shall not exceed those shown above.

OVERTIME POLICY

- Category A: No overtime compensation.
- Category B: Overtime compensated at straight time rate.

EXHIBIT "D"
SUMMARY

FOIT-ALBERT ASSOCIATES, P.C.

WARREN COUNTY
PALISADES ROAD BRIDGE REPLACEMENT

DESIGN

	PIN: 1759-28-121	PIN: 1759-28-221	PIN: 1759-28-222	TOTAL
I. DIRECT TECHNICAL LABOR	\$5,704.90	\$0.00	\$	\$ 5,704.90
IIA DIRECT NON-SALARY COST (Excluding Sub-Consultant)	\$	\$	\$	\$
IIB DIRECT NON-SALARY COST (Subconsultant) RK Hite ROW Acquisition	\$	\$ 10,671.90	\$	\$ 10,671.90
III OVERHEAD 143%	\$ 8,158.01	\$	\$	\$ 8,158.01
IV FIXED FEE 12.0%	\$ 1,663.55	\$	\$	\$ 1,663.55
TOTAL	\$ 15,526.46	\$ 10,671.90	\$	\$ 26,198.36

USE \$26,200.00

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Department of Public Works

DATE: February 27, 2018

- (a) Purpose of Amendment: To Amend 2018 budget \$168.98 dollars to reflect Insurance Recovery payment received January 19, 2018, for Repair of Sign. DOL 8/16/17.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 Co Roads, Traffic Control, Supplies \$168.98.

- (c) Revenue Code (with title), and Amount: D.3310 2680 Co Roads, Traffic Control, Insurance Recovery \$168.98.

PROGRESSIVE
PO BOX 512926
LOS ANGELES, CA 90051

PROGRESSIVE®

WARREN COUNTY
4028 MAIN ST
WARRENSBURG, NY 12885-1100

RECEIVED JAN 19 2018

D 3310 2680

DRAFT NUMBER: 2019573326

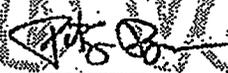
AMOUNT:

\$*****168.98

ISSUE DATE: January 15, 2018

Form-2721 (06/15)

KEEP THIS TOP PORTION FOR YOUR RECORDS

PROGRESSIVE		VOID IF NOT PRESENTED WITHIN 90 DAYS		DRAFT NUMBER	56389
PAYABLE THROUGH		CLAIM NUMBER: 172043975	2019573326	412	
PNC BANK, N.A. 070		NAME: WARREN COUNTY	January 15, 2018		
ASHLAND, OH					
1-877-448-9544					
ONE HUNDRED SIXTY-EIGHT AND 98/100				PAY EXACTLY	\$*****168.98
PAY TO THE ORDER OF		WARREN COUNTY		Progressive Casualty Insurance Company	
				BY	
				AUTHORIZED SIGNATURE	

⑈ 2019573326⑈ ⑆ 041203895⑆ 4239694516⑈

25

VOUCHER

Purchase Order No. _____	<u>Progressive Ins Claim# 172043975</u>	Check No. _____	
Ordered for		Code No.	D.3110 2680
Purpose _____			
VENDOR # _____			
CLAIMANT'S NAME AND ADDRESS	Warren County DPW 4028 Main Street Warrensburg, NY 12885		WARREN COUNTY Municipal Center, Lake George, NY 12845
		RESOLUTION NO.	
		TAX EXEMPT NO.	14 600 2576

Dates	Quantity	Description of Materials or Services	Unit Price	Total Amount
		Reinstallation/Replacement of County Sign Damaged 8/16/17 Harrington Hill Road See attached Invoice		\$168.98
Total				\$ 168.98

CLAIMANT'S CERTIFICATION

I, Jeffery Tennyson, PEI _____, certify that the above account in the amount of \$ 168.98 is true and correct; that the items, services, and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes from which the municipality is exempt are not included; and that the amount claimed is actually due.

Superintendent of Public Works

01/19/18 DATE

SIGNATURE

TITLE

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

DATE

AUTHORIZED OFFICIAL
DEP. SUPT. OF PUBLIC WORKS

DATE

COUNTY AUDITOR

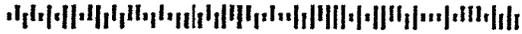
Progressive
P.O. Box 512926
Los Angeles, CA 90051

PROGRESSIVE

512208 7791 1 MB 0.423 CMBP01F 030 007791

Page 1 of 1

WARREN COUNTY
4028 MAIN ST
WARRENSBURG, NY 12885-1100



ADVICE FOR PAYMENT 2019573326

Payee: WARREN COUNTY	Payment Date	01/15/2018
	Total Payment Amount	\$168.98
	Total Number of Invoices	1

If you have any questions regarding this payment, please call us at 1-800-274-4499.

Details

Claim Number: 172043975	Name: WARREN COUNTY,	Date of Loss: 08/16/2017	Invoice Number: 43093304	Company: Progressive Casualty Insurance Company			
Type	Description	*Coverage	Reference	Identifier	Service Dates	Deductible	Payment Amount
Repair	Subrogation	PD	17-2043975	STOP SIGN& STREET SIGN	N/A	\$0.00	\$168.98

Total Payment Amount	\$168.98
----------------------	----------

*Full Description of Coverage:
PD - PROPERTY DAMAGE

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Department of Public Works

Name of Department

SIGNED: _____ DATE: 2/27/2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8270 860	2017 CR#11 Horicon Ave, Hospitalization	D.5112.8255 280	2017 CR#16 East River Drive, Projects	\$ 74.16
D.5112.8270 860	2017 CR#11 Horicon Ave, Hospitalization	D.5112.8258 110	2017 CR#72 Garnet Lake Rd, Salaries-Reg	\$0.46
D.5112.8258 421	2017 CR#72 Garnet Lake Rd, Equip Rental	D.5112.8265 421	2017 CR#8 Friends Lake Road, Equip Rental	\$ 8,749.65
D.5112.8258 421	2017 CR#72 Garnet Lake Rd, Equip Rental	D.5112.8268 280	2017 CR#11 Valley Woods Rd, Projects	\$ 876.98
D.5110 110	Co Roads, Maintenance, Salaries- Regular	D.5110 130	Co Roads, Maintenance, Salaries - PartTime	\$ 617.16

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.00
Title of Position: Confidential Asst. to Superintendent of Public Works Base Salary of Position: \$44,872.00 Grade: n/a
Filling at Step # (If Known): _____
Budget code and title: A.1490 110 Conf. Asst.-Super. of Pub. Works Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11553 / Tlokinska-Scroggins Date of Vacancy: 3/9/18
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____



DPW OVERTIME ALL DIVISIONS

(hours)

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2008	4180	4743	1796	301	940	889	707	343	1443	416	2919	1261	19938
2009	3155	1311	36	123	659	619	317	325	930	215	381	1813	9884
2010	1668	1462	89	205	120	489	390	251	1094	196	299	1147	7410
2011	2481	2238	1459	270	1464	1072	304	990	1482	866	396	577	13599
2012	1950	881	722	108	245	543	514	454	1073	356	366	2212	9424
2013	1279	1616	838	164	109	357	346	431	840	386	519	2054	8939
2014	2194	2042	1262	154	367	433	469	863	1131	289	973	1794	11971
2015	2063	2313	880	238	183	639	617	397	1071	732	223	612	9968
2016	1176	1245	332	415	390	614	614	806	845	732	703	2538	10410
2017	1822	1802	1413	413	430	721	1017	791	*1400	478	283	2569	11739
2018	1906												1906

Average	2170	1965	883	239	491	638	530	565	991	467	706	1658	11302
Median	1950	1709	859	222	379	617	492	443	1073	401	389	1804	9968

updated 2/18

*incl. 533 for
Balloon Fest.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works
Title of Position: Confidential Asst. to Superintendent of Public Works Payroll Dept. No: 19.00
Base Salary of Position: \$44,872.00 Grade: n/a
Filling at Step # (If Known): _____
Budget code and title: A.1490 110 Conf. Asst.-Super. of Pub. Works Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11553 / Tlokinska-Scroggins Date of Vacancy: 3/9/18
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other EXEMPT
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 2/26/18
Human Resources Director has approved this form when initialed. 2-26-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature L. B. Myles Date 2/27/18

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 2/27/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 2/27/18